



JONATHAN E. FIELDING, M.D., M.P.H.
Director and Health Officer

JONATHAN E. FREEDMAN
Chief Deputy Director

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BOARD OF SUPERVISORS

Gloria Molina
First District

Mark Ridley-Thomas
Second District

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Third District

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Fourth District

Michael D. Antonovich
Fifth District

February 17, 2009

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**REQUEST TO RATIFY PRIOR ACCEPTANCE OF NOTICE OF GRANT AWARD
FROM THE UNITED STATES DEPARTMENT OF JUSTICE FOR THE
ENHANCEMENT OF THE SECOND CHANCE WOMEN'S
RE-ENTRY COURT PROGRAM
(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

SUBJECT

Request to ratify prior acceptance of a grant award from the United States Department of Justice for the Enhancement of the Second Chance Women's Re-Entry Court Program to support alcohol and drug outpatient services.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Ratify the Department of Public Health (DPH), Alcohol and Drug Program Administration's (ADPA) prior acceptance of Notice of Grant Award (NGA) Number 2008-DC-BX-0026 (Exhibit I), from the United States Department of Justice (USDOJ) for the Enhancement of the Second Chance Women's Re-Entry Court Program to support alcohol and drug nonresidential services for the period of July 1, 2008 through June 30, 2011, in the amount of \$200,000.

2. Delegate authority to the Director of DPH, or his designee, to accept and execute amendments that are consistent with the requirements of NGA Number 2008-DC-BX-0026 during the term of the Agreement, to roll over unspent funds and/or increase or decrease funding up to 25 percent of the year's base award, and to extend the term of the Agreement for a period of 12 months through June 30, 2012, subject to review and approval by County Counsel and the Chief Executive Office and notification of the Board offices.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Board approval of the recommended action will ratify DPH-ADPA's acceptance of USDOJ's NGA Number 2008-DC-BX-0026. Due to serious time constraints related to the securing of funds, DPH-ADPA accepted USDOJ's NGA without prior approval of your Board.

The USDOJ's Office of Justice Programs Postaward Instructions (Exhibit II) required acceptance of the NGA within 45 days of receipt of notice, otherwise DPH-ADPA would have lost its eligibility to accept the funding. USDOJ required acceptance of the NGA prior to October 3, 2008. In order to obtain Board approval prior to accepting these funds, a Board Letter would have been necessary for the September 30, 2008 Board Agenda and given the time constraints, this was not possible.

DPH-ADPA received the grant award letter on September 3, 2008. DPH-ADPA immediately devoted resources to assembling a package for Board approval. However, only four weeks remained to complete the Board letter process, which normally takes approximately twelve weeks. DPH-ADPA determined that it would not be feasible to complete the Board letter process prior to the deadline for grant acceptance. The grant award was subsequently signed and accepted on September 4, 2008.

The grant funds from USDOJ will be used to enhance the Second Chance Women's Re-Entry Court Program. These additional funds will add six months of outpatient counseling to the current residential treatment program, and cover the cost for evaluation of the expanded services. This is a collaborative project with the Countywide Criminal Justice Coordinating Committee (CCJCC), Superior Court, Parole, Public Defender, District Attorney, Probation and Sheriff's Department, and DPH-ADPA's contracted agencies.

DPH-ADPA will augment the current providers of the Second Chance Women's Re-Entry Court Program to conform to the NGA's purpose of enhancing the program. The current Second Chance Women's Re-Entry Court Program provides residential treatment services, including individually tailored treatment plans to previously incarcerated women addicted to methamphetamine that have been arrested for a second offense. In addition to the current services, the new grant will allow clients to receive nonresidential treatment services after completing the residential program.

The current provider, Prototypes, will be allocated \$180,000 to provide nonresidential treatment services. DPH will exercise its delegated authority, approved on May 30, 2006, to increase the maximum obligation of existing Agreement Number H-801648 with Prototypes, for the period of July 1, 2008 through June 30, 2009, by \$60,000. The remaining \$120,000 will be included in a new service agreement with Prototypes, expected to come before your Board on May 19, 2009.

The grant will also provide \$20,000 in funding to expand the Integrated Substance Abuse programs provided by The Regents of the University of California, Los Angeles (UCLA) to include process and outcome evaluation services for participants of the Second Chance Women's Re-Entry Court Program. DPH will use the delegated authority approved by your Board on May 29, 2007, to execute an amendment to increase the maximum obligation of Agreement Number PH-000179 with UCLA by \$13,334, for the period of July 1, 2008 through June 30, 2010. The remaining \$6,666 will fund a new service agreement with UCLA, expected to come before your Board on May 18, 2010.

DPH-ADPA will be able to review and analyze the data gathered from the evaluation to verify the effectiveness of the program. The goal of the program is to reduce the incidence of relapse and assist in the successful reintegration to society, and to decrease recidivism and methamphetamine use among women.

Implementation of Strategic Plan Goals

The recommended action supports Goal 7, Health and Mental Health of the County Strategic Plan, by providing information based health services to reduce the use of methamphetamine.

FISCAL IMPACT/FINANCING

The total program cost for the Enhancement of the Second Chance Women's Re-Entry Court Program is \$267,000, comprised of \$200,000 in funding from USDOJ and an in-kind match of \$67,000 for program staff support provided by DPH-ADPA and the Probation Department. Of the \$200,000 grant award, \$180,000 will be allocated to Prototypes and \$20,000 to UCLA, for a three year period beginning July 1, 2008 through June 30, 2011.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On January 9, 2008, DPH-ADPA submitted a proposal in response to the USDOJ's Bureau of Justice Assistance for the Adult Drug Court Discretionary Grant for the Enhancement of the Second Chance Women's Re-Entry Court Program.

On August 20, 2008, DPH-ADPA received approval notification of the NGA Number 2008-DC-BX-0026 from USDOJ for the Enhancement of the Second Chance Women's

The Honorable Board of Supervisors
February 17, 2009
Page 4 of 4

Re-Entry Court Program for the period of July 1, 2008 through June 30, 2011, at a funding amount of \$200,000.

On September 4, 2008, DPH-ADPA accepted and signed the NGA Number 2008-DC-BX-0026 for the Enhancement of the Second Chance Women's Re-Entry Court Program in the amount of \$200,000.

DPH-ADPA and the County Probation Department will provide staff support to the Second Chance Women's Re-Entry Court Program.

County Counsel has approved Exhibit I as to form. Exhibit II are the Postaward Instructions from the USDOJ Office of Justice Programs. Attachment A is the Grant Management Statement for grants exceeding \$100,000.

CONTRACTING PROCESS

The Retroactive Contract Review Committee (RCRC) has been consulted, and has confirmed that this Board letter does not merit going before the RCRC.

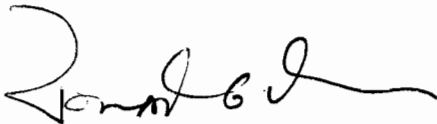
IMPACT ON CURRENT SERVICES (OR PROJECTS)


Approval of the recommended action will allow DPH to accept grant funds for the expansion and enhancement of evidence-based services that assist with adult women offenders' integration into the community. The goals are to lower recidivism rates and methamphetamine use among women who complete the Second Chance Women's Re-Entry Court Program.

CONCLUSION

When approved, DPH requires three signed copies of your Board's action.

Respectfully submitted,



 Jonathan E. Fielding, M.D., M.P.H.
Director and Health Officer

JEF: ev
Attachments (3)

c: County Counsel
Chief Executive Office

Los Angeles County Chief Executive Office
Grant Management Statement for Grants Exceeding \$100,000

Department: Public Health

Grant Project Title and Description

Enhancement of the Second Chance Women's Re-entry Court Program of the alcohol and drug outpatient services

Funding Agency	Program (Fed. Grant #State Bill or Code #)	Grant Acceptance Deadline
United States Department of Justice	2008-DC-BX-0026	Date of Board Approval

Total Amount of Grant Funding: \$200,000 County Match Requirements: \$66,667 (in-kind)
 Grant Period: (3 years: 07/01/2008-06/30/2011) Begin Date: Board Approval End Date: 6/30/2011
 Number of Personnel Hired Under this Grant: Full Time 0 Part Time 0

Obligations Imposed on the County When the Grant Expires

Will all personnel hired for this program be informed this is a grant funded program? Yes ☒ No ☐

Will all personnel hired for this program be placed on temporary "N" items? Yes ☒ No ☐

Is the County obligated to continue this program after the grant expires Yes ☐ No ☒

If the County is not obligated to continue this program after the grant expires, the Department will:

a). Absorb the program cost without reducing other services Yes ☐ No ☒

b). Identify other revenue sources Yes ☐ No ☒

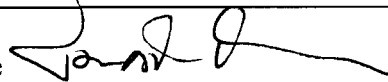
(Describe)

c). Eliminate or reduce, as appropriate, positions/program costs funded by this grant Yes ☒ No ☐

Impact of additional personnel on existing space: None.


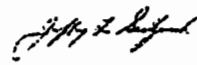
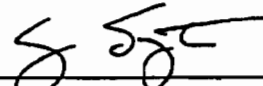
Other requirements not mentioned above: None

Department Head Signature



Date

2-5-09

 Department of Justice Office of Justice Programs Bureau of Justice Assistance		Grant		PAGE 1 OF 2																
1. RECIPIENT NAME AND ADDRESS (including Zip Code) County of Los Angeles Department of Public Health, Alcohol and Drug Program Administration 1000 South Fremont Avenue Building A-9 East, 3rd Floor Alhambra, CA 91803		4. AWARD NUMBER: 2008-DC-BX-0026																		
		5. PROJECT PERIOD: FROM 07/01/2008 TO 06/30/2011 BUDGET PERIOD: FROM 07/01/2008 TO 06/30/2011																		
		6. AWARD DATE 08/20/2008	7. ACTION																	
1A. GRANTEE IRS/VENDOR NO. 391799178		8. SUPPLEMENT NUMBER 00		Initial																
		9. PREVIOUS AWARD AMOUNT \$ 0																		
3. PROJECT TITLE Enhancement of the Second Chance Women's Re-entry Court Program		10. AMOUNT OF THIS AWARD \$ 200,000																		
		11. TOTAL AWARD \$ 200,000																		
12. SPECIAL CONDITIONS THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).																				
13. STATUTORY AUTHORITY FOR GRANT This project is supported under 42 U.S.C. 3797a(s) (B/A - Drug Courts)																				
15. METHOD OF PAYMENT PAPRS																				
AGENCY APPROVAL		GRANTEE ACCEPTANCE																		
16. TYPED NAME AND TITLE OF APPROVING OFFICIAL Jeffrey L. Sedgwick Acting Assistant Attorney General		18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL Wayne K. Sugita Acting Director																		
17. SIGNATURE OF APPROVING OFFICIAL 		19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL 		19A. DATE 9-01-08																
AGENCY USE ONLY																				
20. ACCOUNTING CLASSIFICATION CODES <table border="1"> <thead> <tr> <th>FISCAL YEAR</th> <th>FUND CODE</th> <th>BUD. ACT.</th> <th>DIV. OFC.</th> <th>REG.</th> <th>SUB.</th> <th>PONS</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>X</td> <td>B</td> <td>DC</td> <td>30</td> <td>00</td> <td>00</td> <td></td> <td>200000</td> </tr> </tbody> </table>		FISCAL YEAR	FUND CODE	BUD. ACT.	DIV. OFC.	REG.	SUB.	PONS	AMOUNT	X	B	DC	30	00	00		200000	21. HDCUGT0018		
FISCAL YEAR	FUND CODE	BUD. ACT.	DIV. OFC.	REG.	SUB.	PONS	AMOUNT													
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OJP FORM 4000-2 (REV. 5-97) PREVIOUS EDITIONS ARE OBSOLETE.

OJP FORM 4000-2 (REV. 4-83)



Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

**AWARD CONTINUATION
SHEET**
Grant

PAGE 2 OF 2

PROJECT NUMBER 2008-DC-BX-0026

AWARD DATE 08/20/2008

SPECIAL CONDITIONS

1. The recipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) Financial Guide.
2. The recipient acknowledges that failure to submit an acceptable Equal Employment Opportunity Plan (if recipient is required to submit one pursuant to 28 C.F.R. Section 42.302), that is approved by the Office for Civil Rights, is a violation of its Certified Assurances and may result in suspension or termination of funding, until such time as the recipient is in compliance.
3. The recipient agrees to comply with the organizational audit requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, as further described in the current edition of the OJP Financial Guide, Chapter 19.
4. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of OJP.
5. Recipient agrees to develop and maintain a Drug Court Policies and Procedures manual for program operation. The Policies and Procedures manual must be submitted by the end of the first year of the grant period in order to be in compliance with this requirement.
6. Recipient agrees to submit a written strategy describing the jurisdiction's plan for sustaining the drug court program after Federal financial assistance has ended. The sustainability plan must be submitted by the end of the first year of the grant period in order to be in compliance with this requirement.
7. The award recipient agrees to participate in a data collection process measuring program outputs and outcomes. The data elements for this process will be outlined by the Office of Justice Programs.
8. All contracts under this award should be competitively awarded unless circumstances preclude competition. When a contract amount exceeds \$100,000 and there has been no competition for the award, the recipient must comply with rules governing sole source procurement found in the current edition of the OJP Financial Guide.

58



Department of Justice
Office of Justice Programs

Office of the Assistant Attorney General

Washington, D.C. 20531

August 20, 2008

Mr. Wayne K. Sugita
County of Los Angeles Department of Public Health, Alcohol and Drug Program Administration
1000 South Fremont Avenue
Building A-9 East, 3rd Floor
Alhambra, CA 91803

Dear Mr. Sugita:

On behalf of Attorney General Michael B. Mukasey, it is my pleasure to inform you that the Office of Justice Programs has approved your application for funding under the FY 08 Drug Court Discretionary Grant Program: Enhancement in the amount of \$200,000 for County of Los Angeles Department of Public Health, Alcohol and Drug Program Administration.

Enclosed you will find the Grant Award and Special Conditions documents. This award is subject to all administrative and financial requirements, including the timely submission of all financial and programmatic reports, resolution of all interim audit findings, and the maintenance of a minimum level of cash-on-hand. Should you not adhere to these requirements, you will be in violation of the terms of this agreement and the award will be subject to termination for cause or other administrative action as appropriate.

If you have questions regarding this award, please contact:

- Program Questions, Stefanie Harris, Program Manager at (202) 305-8069; and
- Financial Questions, the Office of the Chief Financial Officer, Customer Service Center (CSC) at (800) 458-0786, or you may contact the CSC at ask.ocfo@usdoj.gov.

Congratulations, and we look forward to working with you.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeffrey L. Sedgwick".

Jeffrey L. Sedgwick
Acting Assistant Attorney General

Enclosures



Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

Washington, D.C. 20531

Memorandum To: Official Grant File

From: Maria Berry, Environmental Coordinator

Subject: Categorical Exclusion for County of Los Angeles Department of Public Health,
Alcohol and Drug Program Administration

The Bureau of Justice Assistance (BJA) Drug Court Discretionary Grant Program provides funds to States, State courts, local courts, counties, other units of local government, and Indian tribal governments to establish drug courts. Drug courts integrate substance abuse treatment, sanctions, and incentives with case management to place nonviolent drug-involved offenders into a judicially supervised habilitation program for a period of time sufficient to permit substance abuse treatment to occur.

None of the following activities will be conducted either under the OJP federal action or a related third party action:

- (1) new construction;
- (2) any renovation or remodeling of a property either (a) listed on or eligible for listing on the National Register of Historic Places, or (b) located within a 100-year flood plain;
- (3) a renovation that will change the basic prior use of a facility or significantly change its size;
- (4) research and technology whose anticipated and future application could be expected to have an effect on the environment; and
- (5) implementation of a program involving the use of chemicals.

Consequently, an agency-wide analysis has determined that the program meets the Office of Justice Programs' (OJP) criteria for a categorical exclusion under the provisions of 28 CFR, Part 61, Appendix D, paragraph 4(b).



Department of Justice
Office of Justice Programs
Office for Civil Rights

Washington, D.C. 20531

August 20, 2008

Mr. Wayne K. Sugita
County of Los Angeles Department of Public Health, Alcohol and Drug Program Administration
1000 South Fremont Avenue
Building A-9 East, 3rd Floor
Alhambra, CA 91803

Dear Mr. Sugita:

Congratulations on your recent award. In establishing financial assistance programs, Congress linked the receipt of Federal funding to compliance with Federal civil rights laws. The Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice is responsible for ensuring that recipients of financial aid from OJP, its component offices and bureaus, the Office on Violence Against Women (OVW), and the Office of Community Oriented Policing Services (COPS) comply with applicable Federal civil rights statutes and regulations. We at OCR are available to help you and your organization meet the civil rights requirements that come with Justice Department funding.

Ensuring Access to Federally Assisted Programs

As you know, Federal laws prohibit recipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in respect to employment practices but also in the delivery of services or benefits. Federal law also prohibits funded programs or activities from discriminating on the basis of age in the delivery of services or benefits.

Providing Services to Limited English Proficiency (LEP) Individuals

In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of Federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). For more information on the civil rights responsibilities that recipients have in providing language services to LEP individuals, please see the website at <http://www.lep.gov>.

Ensuring Equal Treatment for Faith-Based Organizations

The Department of Justice has published a regulation specifically pertaining to the funding of faith-based organizations. In general, the regulation, Participation in Justice Department Programs by Religious Organizations; Providing for Equal Treatment of all Justice Department Program Participants, and known as the Equal Treatment Regulation 28 C.F.R. part 38, requires State Administering Agencies to treat these organizations the same as any other applicant or recipient. The regulation prohibits State Administering Agencies from making award or grant administration decisions on the basis of an organization's religious character or affiliation, religious name, or the religious composition of its board of directors.

The regulation also prohibits faith-based organizations from using financial assistance from the Department of Justice to fund inherently religious activities. While faith-based organizations can engage in non-funded inherently religious activities, they must be held separately from the Department of Justice funded program, and customers or beneficiaries cannot be compelled to participate in them. The Equal Treatment Regulation also makes clear that organizations participating in programs funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. For more information on the regulation, please see OCR's website at <http://www.ojp.usdoj.gov/ocr/etfbo.htm>.

State Administering Agencies and faith-based organizations should also note that the Safe Streets Act, as amended; the Victims of Crime Act, as amended; and the Juvenile Justice and Delinquency Prevention Act, as amended, contain prohibitions against discrimination on the basis of religion in employment. Despite these nondiscrimination provisions, the Justice Department has concluded that the Religious Freedom Restoration Act (RFRA) is reasonably construed, on a case-by-case basis, to require that its funding agencies permit faith-based organizations applying for funding under the applicable program statutes both to receive DOJ funds and to continue considering religion when hiring staff, even if the statute that authorizes the funding program generally forbids considering of religion in employment decisions by grantees.

Questions about the regulation or the application of RFRA to the statutes that prohibit discrimination in employment may be directed to this Office.

Enforcing Civil Rights Laws

All recipients of Federal financial assistance, regardless of the particular funding source, the amount of the grant award, or the number of employees in the workforce, are subject to the prohibitions against unlawful discrimination. Accordingly, OCR investigates recipients that are the subject of discrimination complaints from both individuals and groups. In addition, based on regulatory criteria, OCR selects a number of recipients each year for compliance reviews; audits that require recipients to submit data showing that they are providing services equitably to all segments of their service population and that their employment practices meet equal employment opportunity standards.

Complying with the Safe Streets Act or Program Requirements

In addition to these general prohibitions, an organization which is a recipient of financial assistance subject to the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, 42 U.S.C. § 3789d(c), or other Federal grant program requirements, must meet two additional requirements: (1) complying with Federal regulations pertaining to the development of an Equal Employment Opportunity Plan (EEO), 28 C.F.R. § 42.301-308, and (2) submitting to OCR Findings of Discrimination (see 28 C.F.R. §§ 42.205(5) or 31.202(5)).

1) Meeting the EEO Requirement

In accordance with Federal regulations, Assurance No. 6 in the Standard Assurances, COPS Assurance No. 8.B, or certain Federal grant program requirements, your organization must comply with the following EEO reporting requirements:

If your organization has received an award for \$500,000 or more and has 50 or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare an EEO and submit it to OCR for review within 60 days from the date of this letter. For assistance in developing an EEO, please consult OCR's website at <http://www.ojp.usdoj.gov/ocr/eeop.htm>. You may also request technical assistance from an EEO specialist at OCR by dialing (202) 616-3208.

If your organization received an award between \$25,000 and \$500,000 and has 50 or more employees, your organization still has to prepare an EEO, but it does not have to submit the EEO to OCR for review. Instead, your organization has to maintain the EEO on file and make it available for review on request. In addition, your organization has to complete Section B of the Certification Form and return it to OCR. The Certification Form can be found at <http://www.ojp.usdoj.gov/ocr/eeop.htm>.

If your organization received an award for less than \$25,000; or if your organization has less than 50 employees, regardless of the amount of the award; or if your organization is a medical institution, educational institution, nonprofit organization or Indian tribe, then your organization is exempt from the EEO requirement. However, your organization must complete Section A of the Certification Form and return it to OCR. The Certification Form can be found at <http://www.ojp.usdoj.gov/ocr/eeop.htm>.

2) Submitting Findings of Discrimination

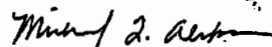
In the event a Federal or State court or Federal or State administrative agency makes an adverse finding of discrimination against your organization after a due process hearing, on the ground of race, color, religion, national origin, or sex, your organization must submit a copy of the finding to OCR for review.

Ensuring the Compliance of Subrecipients

If your organization makes subawards to other agencies, you are responsible for assuring that subrecipients also comply with all of the applicable Federal civil rights laws, including the requirements pertaining to developing and submitting an EEO, reporting Findings of Discrimination, and providing language services to LEP persons. State agencies that make subawards must have in place standard grant assurances and review procedures to demonstrate that they are effectively monitoring the civil rights compliance of subrecipients.

If we can assist you in any way in fulfilling your civil rights responsibilities as a recipient of Federal funding, please call OCR at (202) 307-0690 or visit our website at <http://www.ojp.usdoj.gov/ocr/>.

Sincerely,



Michael L. Alston
Director

cc: Grant Manager
Financial Analyst



Department of Justice
Office of Justice Programs
Office of the Chief Financial Officer

Washington, D.C. 20531

August 20, 2008

Mr. Wayne K. Sugita
County of Los Angeles Department of Public Health, Alcohol and Drug Program Administration
1000 South Fremont Avenue
Building A-9 East, 3rd Floor
Alhambra, CA 91803

Reference Grant Number: 2008-DC-BX-0026

Dear Mr. Sugita:

I am pleased to inform you that my office has approved the following budget categories for the aforementioned grant award in the cost categories identified below:

Category	Budget
Personnel	\$66,667
Fringe Benefits	\$0
Travel	\$0
Equipment	\$0
Supplies	\$0
Construction	\$0
Contractual	\$200,000
Other	\$0
Total Direct Cost	\$266,667
Indirect Cost	\$0
Total Project Cost	\$266,667
Federal Funds Approved:	\$200,000
Non-Federal Share:	\$66,667
Program Income:	\$0

1. The Employer Identification Number (EIN) number included in your application has been assigned to another agency within your jurisdiction. Therefore, we have assigned a new OJP vendor number of 391799178. You must use this number whenever required on all documents related to this grant award.
2. Match is required at 25% for this grant program. The required match has been met. The non-Federal share that has been incorporated in the approved budget is mandatory and subject to audit.
3. All sole source procurement in excess of \$100,000 requires written justification and the prior approval of OJP.
4. All individual consultant fees in excess of \$450 per 8 hour day require prior approval of OJP.

If you have questions regarding this award, please contact:

- Program Questions, Stefanie Harris, Program Manager at (202) 305-8069
- Financial Questions, the Office of Chief Financial Officer, Customer Service Center(CSC) at (800) 458-0786, or you may contact the CSC at ask.ocfo@usdoj.gov.

Congratulations, and we look forward to working with you.

Sincerely,



Office of the Chief Financial Officer
Grant Award and Financial Management Information

Postaward Instructions

January 2008

Postaward Instructions

The following is provided as a tool for the financial administration of awards from the Office of Justice Programs (OJP). Forms and other documents illustrating each step are attached.

- **Step 1. Complete Financial Point of Contact Registration**
Notification of award approval is made by e-mail through the OJP Grants Management System (GMS). Once an award has been approved, a notice is sent to the e-mail address of the individual who filed the application, as well as to the authorized grantee official. Before any action can be made on an award, registration must be completed in GMS for at least one Financial Point of Contact (FPOC). Grantees can access GMS at <https://grants.ojp.usdoj.gov> and may use the following link, http://www.ojp.usdoj.gov/funding/pdfs/fsr_user_manual.pdf, for instructions on establishing an FPOC. For further assistance, grantees may contact the GMS Helpdesk at 1-888-549-9901 (choose option 3).
- **Step 2. Review the Award and Special Conditions**
Once the FPOC registration is completed, grantees may then access the Award.

If you agree with the terms and conditions, the Award should be printed, reviewed, and signed by the authorized recipient official. The authorized recipient official should also initial each page of Special Conditions and fax the Award back to the Office of the Chief Financial Officer's (OCFO's) Control Desk at 202-353-8475 or 202-616-5962. The Grant Point of Contact must approve the FPOC before an accepted award can be entered in the system.

If the authorized recipient official has changed, do not alter the preprinted name in box 18 of the Award. A grant adjustment notice (GAN) will have to be initiated in GMS to notify the OJP Program Office of this change. Grantees have the capability to initiate a GAN by logging into GMS at <https://grants.ojp.usdoj.gov> and selecting the GAN tab. If you require assistance accessing GMS or initiating the GAN, contact the GMS Helpdesk at 1-888-549-9901 (choose option 3) or via e-mail at GMS.HelpDesk@usdoj.gov. Once the GAN is approved by the OJP Program Office, the Award should be signed by the new authorized recipient official. The authorized recipient official should also initial each page of Special Conditions and fax the Award back to the OCFO Control Desk at 202-353-8475 or 202-616-5962. Notify your OJP Program Office when Special Conditions have been met.

If you do not agree with the terms and conditions of the award as written, contact your OJP Program Office (see the last page of the award entitled "Project Summary" for contact information).

Award acceptance is due within 45 days from the award date. Notify your Program Office if your organization is unable to accept the award within this time. Failure to respond to the award may result in deobligation of funds.

- **Step 3. Read the Guidelines**
Read and become familiar with the OJP *Financial Guide* and related material. The *Financial Guide* is available online at <http://www.ojp.usdoj.gov/financialguide/index.htm>.
- **Step 4. Complete and Return the Automated Clearing House Form**
The Automated Clearing House (ACH) Vendor/Miscellaneous Payment Enrollment Form is used to arrange direct deposit of funds by your organization into a designated checking or savings bank account. ACH deposits are not wire transfers. An ACH form is required for:
 - New grantees who have never submitted an ACH form for an OJP grant.
 - Changes to banking information (for example, depositor account or bank routing number or banking institution).
 - New grants that are linked to a vendor number for which there is no banking information on file.

Unless banking information has changed, grantees should not submit a new ACH form for a new grant if the grant falls under a vendor number for which there is already banking information on file.

Note: If submitting a new or updated ACH form, please contact the OCFO Customer Service Center at 1-800-458-0786 (choose option 2) to confirm banking information has been updated before proceeding with payment requests.

- **Step 5. Access Payment Using the Phone-Activated Paperless Request System**
OJP uses the Phone-Activated Paperless Request System (PAPRS) to fulfill payment requests. Upon award, grantees will receive a letter by mail from OCFO containing an OJP-assigned, nine-digit vendor number; personal identification number (PIN); grant number and corresponding Grant ID to access the system.

- **Step 6. Fulfill Reporting Requirements**
Reporting requirements must be met during the life of the grant. OJP payment systems will deny requests for funds if reporting requirements are not met on a timely basis.
- **Step 7. Initiate Closeout**
Within 90 days after the end date of the grant, grantees must initiate closeout of the grant in GMS. Grantees should:
 - Submit a Final Progress Report
 - Submit a Final Financial Status Report
 - Perform a financial reconciliation. If your reported unobligated balance of Federal funds is more than your draw downs, draw down the difference. If your reported unobligated balance of Federal funds is less than your draw downs, submit a check for the difference to OJP to:

DOJ/Office of Justice Programs
Office of the Comptroller
ATTN: Funds Control Branch
810 Seventh Street, NW., Fifth Floor
Washington, DC 20531

OJP staff will review closeouts in GMS and contact grantees as necessary.

- **Step 8. Review Top 10 Frequently Asked Questions**
A reference sheet is provided containing frequently asked questions and answers. If you need information on any financial aspect of your award, contact the OCFO Customer Service Center at 1-800-458-0786 (choose option 2) or e-mail ask.ocfo@usdoj.gov. The Customer Service Center staff is available Monday through Friday, from 8:30 a.m. to 6 p.m. (eastern standard time) to assist you.